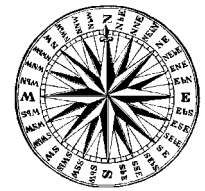


THE AICS NAVIGATOR



Vol. 3 Issue 1.....January 2000

The Navigator is a publication created by the AICS Development Section to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued by our staff and can be addressed by contacting Ms. Dawn Brinningstaul at 517/336-6429.

AGGRAVATED/FELONIOUS ASSAULTS

Due to an inquiry from the FBI to the Criminal Justice Information Center, an audit was recently done on AICS incidents with a 13002-Aggravated/Felonious Assault primary file class and a 00-None weapon indicated on the File Class screen. The audit showed that 100% of the audited incidents had been entered incorrectly. Several worksites received calls from the AICS staff requesting changes to incidents so that the structured information in AICS more closely reflected the actual event.

An Aggravated/Felonious Assault is defined as "an unlawful attack by one person upon another, wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness." Incidents entered into AICS with a file class of 13002-Aggravated/ Felonious Assault need to have a weapon entered on the File Class screen. An edit is being added to AICS to require a weapon be entered for a 13002 file class.

A *partial* list of the options available on the File Class screen in the weapon field is: Personal (hands/fist etc.), Unknown Firearm, Handgun, Rifle, Shotgun, Other Firearm, Knife/Cutting Instrument, Blunt Object, Motor Vehicle, Other, or Unknown. A complete list can be viewed using the pick list on the File Class screen.

WELCOME ABOARD! NEW ON-LINE AICS USERS

- Saginaw City Police Department
- Saginaw County Sheriff Department
- Ionia Department of Public Safety
- Ionia County Sheriff Department
- Belding Police Department
- Newaygo County Sheriff Department
- Newaygo County Prosecutor's Office
- Newaygo County 911

REMINDER:

If property is being entered into LEIN or needs to be searchable, it CANNOT be entered on the Miscellaneous Screen.

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ELIMINATE RE-KEYING PERSON INFORMATION

Small world? Keep arresting or interviewing the same people? Looking for a way to save time and cut down on typing in AICS? The person search can be used to eliminate re-keying person information. Follow the steps below to add a person already in AICS to your incident.

1. Complete the Issue Incident and Original Screens.
2. Click on the Person button at the bottom of the Original Screen.
3. When the Person Information Screen appears, click Search, then Person.

4. Click the Statewide box to do a statewide search or leave the box unchecked if you would like to search only within your ORI.
5. Fill in the Person Screen **Name** fields (first, mid, last, race, sex, DOB) as completely as possible to narrow your search.

6. Click the Search button.

7. Results of the search will display in the white box at the bottom of the screen. There may be multiple hits based on the parameters you entered. Double-click on a selection from the box to view the Person Information screen. Review the person information to verify this is the person you want to add to your incident.
8. If this is not the person you are looking for, click on the Back button at the top of the screen to return to the Person Search screen.
9. Select another name by double clicking on it.

10. When you have the correct person on the screen and are viewing the Person Information screen. Click the Prefill button at the top of the screen. The incident number and ORI will change from the current incident number to your incident number.

11. Change the Person Type to the correct entry for this incident.

12. **Double-check you have the correct person by checking all information including, phone numbers, numbers, and SMT's..**

13. Change the Action box to ADD.

14. Click Transmit.

15. The person is now part of your incident.

INSTALLATION INSTRUCTIONS FOR THE AICS PROPERTY LABEL PROGRAM

When AICS is installed for the first time on a PC, agencies will have to load the property label program in order to print property labels from AICS. Instructions for installing the program are below:

STEPS FOR SITES THAT HAVE A SERVER

1. Close all open programs (like AICS, MSWord, or Groupwise).
2. Go into Windows Explorer and locate the icon for your network drive.
3. If it is not already open, double-click on the network drive folder to display the files within the drive.
4. Locate the '**AICSWIN**' directory within the network drive (MSP use "P" Drive) and double-click on the folder to open it.
5. Locate the 'Lblsetup' sub-directory within the 'AICSWIN' directory and double-click on its folder.
6. Locate the file named 'Setup.exe' on the right half of the screen and double-click on it. This will begin the Property Label program installation.
7. When the small picture of a computer appears on your screen, double-click on it.
8. You will then be asked which program group to create an icon within. It should be 'Property Label Print Utility'. Click on the 'OK' button.
9. It will then ask you to enter the directory path to your 'AICSWIN.INI' file. It should be **P:\AICSWIN\aicswin.ini** for MSP sites. If you are not using the "P" drive as your network drive, change the "P" to the appropriate drive indicator for your agency. Click on the 'OK' button.
10. A message will appear on your screen informing you that the installation was successful.
11. Click on the 'OK' button. Installation is complete.

STEPS FOR SITES THAT DO NOT HAVE A SERVER

1. Close all open programs (such as AICS, MSWord, or Groupwise).
2. Go into Windows Explorer and locate your 'C' drive.
3. If it is not already open, double-click on the 'C' drive folder to display the files within the drive.
4. Locate the '**AICSWINO**' directory on your 'C' drive and double-click on the folder to open it.
5. Locate the 'Lblsetup' sub-directory within the 'AICSWINO' directory and double-click on it.
6. Locate the file named 'Setup.exe' on the right side of the screen and double-click on it. This will begin the Property Label program installation.
7. When the small picture of a computer appears on your screen, double-click on it.
8. You will then be asked which program group to create an icon within. It should be 'Property Label Print Utility'. Click on the 'OK' button.
9. It will then ask you to enter the directory path to your AICSWIN.ini file. It should be **C:\AICSWINO\Aicswin.ini**. Click on the 'OK' button.
10. A message will appear on your screen informing you that the installation was successful.
11. Click on the 'OK' button. Installation is complete.

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HELP! I NEED TO RE-PRINT A PROPERTY LABEL

To reprint a **single** property label:

1. Inquire on the property item in AICS.
2. Open the Property Detail screen (the screen where you entered the quantity and descriptive information).
3. Click on 'File' in the upper left hand corner. A short list will drop down.
4. Select 'Save Label'.
5. Close the AICS property segment and return to the Original Screen.
6. Open the AICS label program by clicking on 'Print' from the top line menu and selecting 'Property Labels' from the drop down menu.
7. Click on the 'Refresh' button. This will update the label list with the item that you selected.
8. Check the 'Print all Labels' box to print all labels in the list or use the [CTRL+Click] to highlight the labels you would like printed and click on the 'Print Property Label' button.
9. Click on the 'Exit' button to return to AICS.

To reprint **multiple** property labels:

1. Open Group Property in AICS ('Screens' from the top line menu, click 'Group Property').
2. Use the fields at the top of the screen to narrow the list of property items retrieved by AICS if possible (i.e., enter an incident number(s) to display property for just one incident or a range of incidents; select the Class Type of '12-Drugs/Narcotics' to display the drugs at your ORI).
3. Find the first property item that you would like to print a new label for (use the 'Next Page' to scroll to further items).
4. Double-click on the property item and you will be taken directly to the property items detail screen
5. Click on 'File' in the upper left hand corner. A short list will drop down.
6. Select 'Save Label'.
7. Click the 'Back' button to return to the Group Property screen.
8. Find the next property item that you would like to print a new label for (use the 'Next Page' to scroll to further items).
9. When you have done this for all of the labels you need, leave the Group Property segment and return to the Original Screen.
10. Open the AICS label program by clicking on 'Print' from the top line menu and selecting 'Property Labels' from the drop down menu.
11. Click on the 'Refresh' button. This will update the label list with the items that you selected.
12. Check the 'Print all Labels' box to print all labels in the list or use the [CTRL+Click] to highlight the labels you would like printed and click on the 'Print Property Label' button.
13. Click on the 'Exit' button to return to AICS.

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